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PART III
GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL
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NOTIFICATION

The 20th July, 2020

No. G.S.R. 40/Const./Art.309/Amd.(2)/2020.—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules further to amend the Punjab Recruitment of Sportsmen Rules, 1988 namely:-

RULES

1. (1) These rules may be called the Punjab Recruitment of Sportsmen (First Amendment) Rules, 2020.
(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.
2. In the Punjab Recruitment of Sportsmen Rules, 1988, in rule 2, in clause (d), for sub-clause (a), the following shall be substituted, namely :-
 - (a) In the case of recruitment to a reserved vacancy in Group A or Group B posts:-
 - (i) that he belongs to the State of Punjab; and
 - (ii) that he has won Gold, Silver or Bronze Medal in Senior National Championship or National Games in team or individual events while representing the State of Punjab in such sports events as have been conducted by such respective National Sports federations as are affiliated or recognized to the Indian Olympic Association;
or
 - (iii) that he has won first, second or third position in team or individual events and/ or he has won Gold or Silver or Bronze Medals at International Sports meets, conducted by Sports Federation affiliated or recognized by the International Olympic Committee or by the International Olympic Committee itself."

VINI MAHAJAN,
Chief Secretary to Government of Punjab.

PART III
GOVERNMENT OF PUNJAB
DEPARTMENT OF GENERAL ADMINISTRATION
(Protocol Branch)

NOTIFICATION

The 22nd July, 2020

No. G.S.R. 41/Const./Art.309/Amd.(1)/2020.- In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules, further to amend the Punjab Hospitality (Class-I) Service Rules, 1988, namely:-

RULES

1. (1) These rules may be called the Punjab Hospitality (Class-I) (First Amendment) Service Rules, 2020.
(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.
2. In the Punjab Hospitality (Class-I) Service Rules, 1988 (hereinafter referred to as the said rules), in rule 8, in sub-rule (1),-
 - (a) in clause (a), for the words “eight years”, the words “six years” shall be substituted; and
 - (b) in clause (b), for the words “five years”, the words “four years” shall be substituted.

ALOK SHEKHAR,
Principal Secretary to Government of Punjab,
Department of General Administration.

PART III
GOVERNMENT OF PUNJAB
DEPARTMENT OF GENERAL ADMINISTRATION
(Protocol Branch)

NOTIFICATION

The 22nd July, 2020

No. G.S.R. 42/Const./Art.309/Amd.(3)/2020.- In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules, further to amend the Punjab Hospitality (Class-II) Service Rules, 1987, namely:-

RULES

1. (1) These rules may be called the Punjab Hospitality (Class- II) (First Amendment) Service Rules, 2020.
(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.
2. In the Punjab Hospitality (Class-II) Service Rules, 1987 in rule 8, in sub-rule (1), for the words “ten years”, the words “seven years” shall be substituted.

ALOK SHEKHAR,
Principal Secretary to Government of Punjab,
Department of General Administration.

PART III
GOVERNMENT OF PUNJAB
DEPARTMENT OF GENERAL ADMINISTRATION
(Protocol Branch)

NOTIFICATION

The 22nd July, 2020

No. G.S.R. 43/Const./Art.309/Amd.(2)/2020.- In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules, further to amend the Punjab Hospitality (Class-III) Service Rules, 1987, namely:-

RULES

1. (1) These rules may be called the Punjab Hospitality (Class- III) (First Amendment) Service Rules, 2020.
(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.
2. In the Punjab Hospitality (Class-III) Service Rules, 1987 (hereinafter referred to as the said rules), in Appendix 'B', under column 6,-
 - (a) in Serial No.1, for the words "eight years", the words "six years" shall be substituted;
 - (b) in Serial No.2,5,7,9,10,11,12 and 14, for the words "five years", wherever occurring, the words "four years" shall be substituted; and
 - (c) in Serial No.8., for the words "three years", the words "two years" shall be substituted.

ALOK SHEKHAR,
Principal Secretary to Government of Punjab,
Department of General Administration.

PART III
GOVERNMENT OF PUNJAB
DEPARTMENT OF HOME AFFAIRS AND JUSTICE
NOTIFICATION

The 20th July, 2020

No. G.S.R. 44 /Const./Art.309/P.A.10/2008/Ss. 4 and 80/2020.- In exercise of the powers conferred by the proviso to article 309 of the Constitution of India read with clause (a) of section 4 and section 80 of the Punjab Police Act, 2007 (Punjab Act No. 10 of 2008), and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules regulating the appointment and the conditions of Service of the persons appointed to the Punjab Police Investigation Cadre (Subordinate Ranks) Service, namely:-

RULES

- 1. Short title, commencement and application.-** (1) These rules may be called the Punjab Police Investigation Cadre (Subordinate Ranks) Service Rules, 2020.
(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.
(3) They shall apply to the posts specified in Appendix 'A'.
- 2. Definitions. -** (1) In these rules, unless the context otherwise requires,-
 - (a) 'absorption' means one time permanent absorption of subordinate rank officials working in the Bureau of Investigation, Punjab or erstwhile Crime Wing in different ranks as specified in these rules;
 - (b) 'Appendix' means an Appendix appended to these rules;
 - (c) 'Appointing Authority' in relation to any rank in the Service means the authority empowered to make appointments to the subordinate ranks as specified in Appendix 'C';
 - (d) 'approved service' means period or periods of regular service rendered in that rank, including period or periods of absence during which he would have held a post on regular basis in that rank but for his being on leave or otherwise not being available to hold such post;
 - (e) 'deputation' means the mode of filling up of posts by way of deputation in the Punjab Bureau of Investigation from other cadres of the Punjab Police, and specialized investigation agencies of the

Government of India, Government of Punjab and other State Governments;

- (f) 'direct recruitment' means the recruitment which is open to all candidates, eligible as per the provisions regarding age, educational qualification, experience etc. as specified in these rules and also means an appointment made otherwise than by promotion or by transfer or by deputation or by absorption;
- (g) 'Government' means the Government of the State of Punjab in the Department of Home Affairs and Justice;
- (h) 'heinous offences' means the offences for which the minimum punishment under the Indian Penal Code or any other law for the time being in force, is imprisonment for seven years or more;
- (i) 'parent cadre' in the context of an employee on deputation means the original cadre of such an employee;
- (j) 'promotion' means a mode of appointment from a lower rank to a higher rank in the hierarchy of the Punjab Police Investigation Cadre as per provisions of these rules;
- (k) 'Punjab Bureau of Investigation' means the Bureau constituted by the Government;
- (l) 'Punjab Police Investigation Cadre' means the cadre determined by the Government under clause (a) of section 4 of the Punjab Police Act, 2007 (Punjab Act No. 10 of 2008), and includes all posts in the subordinate ranks as specified in Appendix 'A';
- (m) 'Recognized University' or 'institution' or 'Board' means,-
 - (i) any University or institution or Board incorporated by law by the Central Government or any State Government; or
 - (ii) any other University or institution or Board which is declared by the Government of Punjab to be recognized University or institution or Board for the purposes of these rules;
- (n) 'Recruitment Board' means the Board constituted by the Director General of Police, Punjab for recruitment of officials against the posts meant for direct recruitment.
- (o) 'serious offences' means the offences for which the punishment under the Indian Penal Code or any other law for the time being in

force, is imprisonment for three years or more, but less than seven years;

- (p) 'Service' means the Punjab Police Investigation Cadre (Subordinate Ranks) Service; and
- (q) 'Subordinate rank' means Subordinate rank as defined in clause (ee) of section 2 of the Punjab Police Act, 2007 (Act No. 10 of 2008).

(2) The words and expressions used in these rules, but not defined, shall have the respective meanings as assigned to these words and expressions in the Punjab Police Act, 2007 (Punjab Act No. 10 of 2008) and Punjab Police Rules, 1934, as amended from time to time.

3. Number and character of posts.- (1) The Service shall comprise of the posts specified in Appendix 'A':

Provided that nothing in these rules shall affect the inherent right of the Government to add to or reduce the number of such posts or to create new posts with different designations and scales of pay whether permanently or temporarily.

(2) A member of the Service shall be liable to serve at any place, within or out of the State of Punjab, on being ordered to do so.

4. Method of appointment, qualifications and experience.- (1) All appointments to the Service shall be made in the manner specified in Appendix 'B':

Provided that if no suitable candidate is available for appointment to the Service by direct recruitment or by promotion, the appointment to the Service shall be made by deputation.

(2) Direct recruitment shall be made on the recommendations of Recruitment Board.

(3) No person shall be appointed to a post in the Service unless he possesses the qualifications and experience as specified for that post in Appendix 'B'.

5. Age. - (1) No person shall be appointed to the Service by direct recruitment, if he is less than twenty-one years or more than twenty-eight years of age on the first day of January of the year immediately

preceding the last date, fixed by the Recruitment Board for submission of applications:

Provided that nothing in these rules shall affect relaxation of age limit provided for the Scheduled Castes, Scheduled Tribes, Backward Classes and other special categories of persons by the Government from time to time.

- 6. Basic Training Course.-** (1) Basic Training Course shall be compulsory for those members of the Service, who are directly recruited to the Service. No authority shall have the power to grant exemption from the Basic Training Course.

(2) It shall be mandatory to successfully complete the Basic Training Course within the period of probation, otherwise the period of probation shall be liable for extension:

Provided that there shall be not more than one extension in the period of probation for such official:

Provided further that wherein a member of the Service fails to successfully complete the Basic Training Course within the extended period of probation, if any, he shall be liable for discharge from the Service.

- 7. Promotion.-** (1) All members of the Service shall be given an option to undergo promotion courses mandatory for promotion to the next higher rank on the basis of seniority.

(2) Appointments to the Service by promotion shall be made on the basis of seniority-cum-merit, but no person shall have any right to claim promotion on the basis of seniority alone:

Provided that the passing of promotion courses, as prescribed under the Punjab Police Rules, 1934, as amended from time to time, shall be mandatory for all members of the Service before consideration for substantive promotion to the next higher rank.

(3) No authority shall have the power to grant exemption from undergoing promotion courses referred in the proviso to sub-rule (2).

(4) A 'Scrutiny-cum-Screening Committee for Promotion' shall be constituted by the Director, Punjab Bureau of Investigation to examine cases for promotion as per conditions specified for such promotion.

(5) For the purpose of promotions amongst subordinate ranks of the

Service, six promotion lists – ‘A’, ‘B’, ‘C’, ‘D’, ‘E’ and ‘F’ shall be maintained at the State level. Lists ‘A’, ‘B’, ‘C’, ‘D’ and ‘E’ shall be maintained at the level of Punjab Bureau of Investigation Headquarters. List ‘F’ shall be maintained in the office of Director General of Police, Punjab. Entry in or removal from ‘A’, ‘B’, ‘C’, ‘D’, ‘E’ and ‘F’ shall be recorded in the Order Book and in the Character Roll of the police official concerned.

(6) List ‘A’ shall be the list of Constables who have successfully completed their probation period.

(7) List ‘B’ shall be maintained in two parts consisting of List ‘B-I’ and ‘B-II’, which shall contain the following, namely:-

- (a) List ‘B-I’ shall be the list of Constables who are selected on the basis of Basic Proficiency Test (BPT) to undergo the Lower School Course for thirty-five percent of the vacancies for Lower School Course; and
- (b) List ‘B-II’ shall be the list of Constables who are selected on the basis of seniority to undergo the Lower School Course for sixty-five percent of the vacancies for Lower School Course.

(8) Only those Constables shall be eligible for Basic Proficiency Test (BPT) referred in clause (a) of sub-rule (7), who have successfully completed probation period and who have put in minimum three years of approved service.

(9) Only those Constables shall be eligible for selection on the basis of seniority referred in clause (b) of sub-rule (7), who have put in minimum five years of approved service.

(10) While preparing the List ‘B-I’, the names will be entered in the list in order of merit determined in the Basic Proficiency Test conducted in the relevant year.

(11) All Constables who have passed the Lower School Course at the Punjab Police Academy, Phillaur shall be entered in List ‘C’ in the order of merit in the Lower School Course for promotion to the rank of Head Constable. No official shall be promoted to the rank of Head Constable unless his name is entered in List ‘C’ and promotions shall be subject to the availability of vacancy.

(12) Head Constables who have completed five years of approved service

in the rank of Head Constable shall be eligible for admission to the promotion course for Head Constables i.e. Intermediate School Course. Selection shall be made on the basis of inter-se seniority of the Head Constables. On successful completion of Intermediate School Course, the names of such Head Constables shall be entered in List 'D'. While entering the names in List 'D', the officials shall maintain their inter-se seniority as Head Constables. Promotions to the rank of Assistant Sub-Inspector shall be made from List 'D' subject to the availability of vacancy. In case a directly appointed Head Constable and a promotee Head Constable are promoted as Assistant Sub-Inspectors on the same day, the directly appointed Head Constable shall be senior to the promotee Head Constable.

(13) Assistant Sub-Inspectors who have completed five years of approved service in the rank of Assistant Sub-Inspector shall be eligible for admission to the promotional course for Assistant Sub-Inspectors i.e. Upper School Course. Selection shall be made on the basis of inter-se seniority of the Assistant Sub-Inspectors. On successful completion of Upper School Course, the names of such Assistant Sub-Inspectors shall be entered in List 'E'. While entering the names in List 'E', the officials shall maintain their inter-se seniority as Assistant Sub-Inspectors. Promotions to the rank of Sub-Inspector shall be made from List 'E' subject to availability of vacancy.

(14) List 'F' for promotion to the rank of Inspector shall be maintained on the basis of the inter-se seniority of Sub-Inspectors who have completed five years of approved service. Promotions to the rank of Inspector shall be subject to availability of vacancy.

(15) In case a directly appointed Sub-Inspector and a promotee Sub-Inspector are promoted as Inspectors on the same day, the directly appointed Sub-Inspector shall be senior to the promotee Sub-Inspector.

(16) Reservation in promotion of the members of the Service shall be governed by their respective grouping as per Grade Pay provided under the Government of Punjab, Department of Finance (Finance Personnel Branch-I) Notification No. 5/10/09-5FPI/207, dated the 27th May, 2009, as amended from time to time.

- 8. Deputation.** - (1) Police officials in the subordinate ranks may be taken on deputation to the Service from other cadres of the Punjab Police, and

specialized investigation agencies of the Government of India, Government of Punjab and other State Governments, either in the same rank or in one rank higher by granting Adhoc promotion, as per eligibility criteria provided in Appendix 'B':

Provided that on the completion of period of deputation or extended period of time, the deputationist shall be repatriated to the parent cadre:

Provided further that in case, the parent cadre of such deputationist is any of the other cadres of Punjab Police, he shall have no claim to the Adhoc promotion in the parent cadre.

(2) A 'Scrutiny-cum-Screening Committee for Deputation' shall be constituted by the Director General of Police, Punjab in consultation with the Director, Punjab Bureau of Investigation to examine cases for deputation, based on the following criteria to be assessed by the said Committee, namely:-

- (a) an unblemished reputation for honesty;
- (b) good knowledge of criminal laws and procedure and investigation; and
- (c) service record.

(3) The Committee referred to in sub-rule (2) shall submit its recommendations to the Director, Punjab Bureau of Investigation.

(4) The Director General of Police, Punjab shall be the authority competent to take police officials on deputation on the recommendations of the Director, Punjab Bureau of Investigation.

(5) The deputation shall be made against the posts meant for direct recruitment:

Provided that the posts meant for promotion may also be filled by deputation in case eligible officials are not available for promotion to the said posts.

(6) The initial period of deputation shall be for three years which may be extended from time to time by another two years at a time, upto a maximum period of seven years:

Provided that the period of deputation shall be extended beyond the period of initial three years, only on the recommendations of the Committee referred to in sub-rule (2), which shall review the performance

of the deputationist.

(7) During the period of deputation, the officials serving on deputation shall not be entitled to any deputation allowance.

(8) On completion of the deputation period as referred to in sub-rule (6), the deputationist shall be repatriated to his parent cadre.

(9) No police official shall be taken on deputation for a second term unless he has completed two years cooling off period after repatriation to his parent cadre.

(10) The authority competent to issue deputation order shall also be authority competent to issue repatriation order.

(11) Where the performance and conduct of the deputationist is found to be deficient or not satisfactory, he shall be liable to be repatriated to his parent cadre before completion of period of deputation:

Provided that the deputationist, at any point of time during the period of deputation, may seek repatriation to his parent cadre, which may be allowed by the authority competent to issue deputation order:

Provided further that where a deputationist to the Service intends to proceed on deputation to any other cadre or department or organization, he shall be repatriated to his parent cadre.

(12) No member of the Service shall be allowed to go on deputation to any other cadre of Punjab Police or any other department or organization under the Government of Punjab:

Provided that the cases for deputation of members of the Service to any specialized investigation agency in the Government of India or authority outside India, may be considered on a case-to-case basis.

(13) In case a police official on deputation in the Service reaches a place in seniority in his parent cadre which would entitle him to be considered for a substantive promotion if he was serving in the parent cadre, he may be considered for deputation against a vacancy, if available, in the promoted rank in the Punjab Police Investigation Cadre or in case there is no vacancy in the promoted rank, he may be given an option to either continue in the same rank in the Punjab Police Investigation Cadre or get repatriated to his parent cadre.

9. One time Absorption.- (1) As a one-time measure, based on the

recommendations of the Committee constituted under sub-rule (2) of rule 8, the police officials in subordinate ranks already working in the Bureau of Investigation, Punjab or erstwhile Crime Wing on the date of publication of Notification regarding creation of Investigation Cadre in the Official Gazette may be absorbed in the Service against the posts meant for promotion or direct recruitment.

(2) Inter-se seniority of the officials being absorbed in the Service shall be determined on the basis of the date of entry into the substantive rank from which they are being absorbed and the official whose date of entry into the substantive rank is prior shall be senior to the official whose date of entry into the substantive rank is later. If the date of entry into substantive rank of two or more officials being absorbed into the Service is the same, then the seniority of the officials being absorbed within themselves shall be determined based on their respective ages and older person shall be senior to younger person.

10. **Pay of members of the Service.-** The members of the Service shall be entitled to such scales of pay, as may be authorized by the Department of Finance from time to time. The scales of pay, at present in force in respect of the members of the Service are given in Appendix 'A'.
11. **General conditions of service.-** In matters relating to general conditions of service such as pay, pension, leave, joining time and travelling allowance, the members of the Service shall be governed by the Punjab Civil Services Rules, as amended from time to time.
12. **Discipline, punishment and appeal.-** (1) In the matters of discipline, punishment and appeal, the members of the Service shall be governed by the Punjab Police Rules, 1934, as amended from time to time.

(2) For the purposes of these rules, the appointing and punishing authority and the appellate authority to which an appeal shall lie from an order of the punishing authority is specified in Appendix 'C'.
13. **Application of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.-** (1) In respect of the matters, which are not specifically provided in these rules, the members of the Service shall be governed by the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.

(2) The Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, at present in force, are contained in Appendix 'D'.

- 14. Power to relax.-** Where the government is of the opinion that it is necessary or expedient so to do, it may by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons:

Provided that the provisions relating to age, educational qualifications, experience, if any, and training for purpose of promotion shall not be relaxed.

- 15. Saving.-** Nothing in these rules shall affect reservation, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, and Backward Classes in accordance with the orders issued by the Government from time to time in this regard.

- 16. Interpretation.-** Where any doubt arises as to the interpretation of any of the provisions of these rules, the matter shall be referred to the Government, which in consultation with the Department of Personnel, shall decide the same.

APPENDIX 'A'

(See rules 1 (3), 3 and 10)

Serial Number	Designation of the post	Number of posts			Scale of pay (with Grade Pay) (in rupees)
		Permanent	Temporary	Total	
1.	Inspector	189	0	189	10300-34800+Grade Pay 4800
2.	Sub-Inspector	602	0	602	10300-34800+Grade Pay 4600
3.	Assistant Sub-Inspector	1149	0	1149	10300-34800+Grade Pay 4400
4.	Head Constable	1180	0	1180	10300-34800+Grade Pay 3600
5.	Constable	400	0	400	10300-34800+Grade Pay 3200
TOTAL		3520	0	3520	---

APPENDIX 'B'**(See rules 4 and 8)**

Serial Number	Designation of the post	Percentage for appointment by		Mode of appointment, eligibility, experience and qualifications		
		Direct appointment	Promotion	Direct appointment	Promotion	Deputation
1.	Inspector	-	Hundred	---	From amongst those Sub-Inspectors, whose name is entered in List 'F' referred to in sub-rule (14) of rule 7, and who have put in minimum five years of approved service in the said rank.	(i) Should be a graduate from a recognized University or its equivalent; (ii) should be an Inspector, or Sub-Inspector with at least five years service in the said rank; and (iii) should have an experience of investigation of at least ten cases involving heinous or serious offences.
2.	Sub-Inspector	Fifty percent	Fifty percent	(i) Should be a graduate from a recognized University or its equivalent; with knowledge of computer. No computer certification shall be required, but knowledge of computer shall be	From amongst those Assistant Sub-Inspectors, whose name is entered in List 'E' referred to in sub-rule (13) of rule 7, and who have put in minimum five years of approved	(i) Should be a graduate from a recognized University or its equivalent; (ii) should be a Sub-Inspector, or Assistant Sub-Inspector with at least five years service in the said rank; and

evaluated on the basis of a written test.	service in the said rank.	(iii) should have an experience of investigation of at
(ii) Selection shall be made by the Recruitment Board through a process, which may include physical measurement, physical efficiency test, written test and interview.		investigation of at least eight cases involving heinous or serious offences.
(iii) The written test shall consist of two parts. Part-I shall be test of computer knowledge and skills, which shall be equivalent to 'O' level course of National Institute of Electronics and Information Technology (NIELIT). Part-I shall be only qualifying in nature with 75% marks being the bench-mark for qualifying. Part-II shall be		

				the main written test, whose marks shall determine the merit in addition to other parameters of recruitment like interview.		
				(iv) Physical measurement and physical efficiency test shall be qualifying in nature, as per minimum qualifying standards determined by the Director General of Police, Punjab.		
3.	Assistant Sub-Inspector	-	Hundred percent	---	From amongst those Head Constables, whose name is entered in List 'D' referred to in sub-rule (12) of rule 7, and who have put in minimum five years of approved service in the said rank.	(i) From amongst the Assistant Sub-Inspectors, or Head Constables with at least ten years service in the said rank; and (ii) who have an experience of investigation of at least six cases.

4.	Head Constable	Seventy percent	Thirty percent	(i) Should be a graduate from a recognized University or its equivalent; with knowledge of computer. No computer certification shall be required, but knowledge of computer shall be evaluated on the basis of a written test. (ii) Selection shall be made by the Recruitment Board through a process, which may include physical measurement, physical efficiency test, written test and/ or interview. (iii) The written test shall consist of two parts. Part-I shall be test of computer knowledge and skills, which shall be	From amongst those Constables, whose name is entered in List 'C' referred to in sub-rule (11) of rule 7.	From amongst the Head Constable with at least three years service in the said rank or Constables with at least eight years service in the said rank.
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equivalent to
'O' level course
of National
Institute of
Electronics and
Information
Technology
(NIELIT). Part-
I shall be only
qualifying in
nature with 75%
marks being the
bench-mark for
qualifying. Part-
II shall be the
main written
test, whose
marks shall
determine the
merit in addition
to other
parameters of
recruitment like
interview, if
applicable.

(iv) Physical
measurement
and physical
efficiency test
shall be
qualifying in
nature, as per
minimum
qualifying
standards
determined by
the Director

				General of Police, Punjab.	
5.	Constable	Hundred	-	(i) Should be a graduate percent from a recognized University or its equivalent. (ii) Selection shall be made by the Recruitment Board through a process, which may include physical measurement, efficiency test, written test and interview.	- From amongst the Constables having proficiency in/ knowledge of computertyping (Punjabi and English) or any other special skill.

APPENDIX 'C'

(see rules 2 (c) and 12)

Appointing, Punishing and Appellate Authorities

Serial No.	Rank	Appointing Authority	Punishing Authority	Appellate Authority
1.	Inspector	Deputy Inspector General of Police-cum-Deputy Director, Administration; at Punjab Bureau of Investigation Headquarters	Deputy Inspector General of Police-cum-Deputy Director, Administration; at Punjab Bureau of Investigation Headquarters	Inspector General of Police-cum-Joint Director, Administration; at Punjab Bureau of Investigation Headquarters
2.	Sub-Inspector	Deputy Inspector General of Police-cum-Deputy Director, Administration; at Punjab Bureau of Investigation Headquarters	Deputy Inspector General of Police-cum-Deputy Director, Administration; at Punjab Bureau of Investigation Headquarters	Inspector General of Police-cum-Joint Director, Administration; at Punjab Bureau of Investigation Headquarters
3.	Assistant Sub-Inspector	Assistant Inspector General of Police-cum-Assistant Director, Administration; at Punjab Bureau of Investigation Headquarters	Assistant Inspector General of Police-cum-Assistant Director, Administration; at Punjab Bureau of Investigation Headquarters	Deputy Inspector General of Police-cum-Deputy Director, Administration; at Punjab Bureau of Investigation Headquarters
4.	Head Constable	Assistant Inspector General of Police-cum-Assistant Director, Administration; at Punjab Bureau of Investigation Headquarters	Assistant Inspector General of Police-cum-Assistant Director, Administration; at Punjab Bureau of Investigation Headquarters	Deputy Inspector General of Police-cum-Deputy Director, Administration; at Punjab Bureau of Investigation Headquarters
5.	Constable	Assistant Inspector General of Police-cum-Assistant	Assistant Inspector General of Police-cum-	Deputy Inspector General of Police-cum-

Director, Administration; at Punjab Bureau of Investigation Headquarters	Assistant Director, Administration; at Punjab Bureau of Investigation Headquarters	Deputy Director, Administration; at Punjab Bureau of Investigation Headquarters
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Note: Any other remedy of appeal, revision etc. available under the Punjab Police Rules, 1934, as amended from time to time shall be applicable.

APPENDIX 'D'**(See rule 13)****GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL
(PERSONNEL POLICIES BRANCH -1)****NOTIFICATION**

The 4th May, 1994.

No. G.S.R. 33/Const./Art 309/94.-In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, and all other powers enabling in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and general and common conditions of service of persons appointed to Group 'A', Group 'B' and Group 'C' services in connection with the affairs of the State of Punjab, namely :-

- 1. Short title, commencement and application.**— (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.
 - (2) They shall come into force at once.
 - (3) They shall apply to all the posts in Group 'A', Group 'B' and Group 'C' services in connection with the affairs of the State of Punjab.
- 2. Definitions.**— In these rules, unless the context otherwise requires,—
 - (a) "appointing authority" means an appointing authority specified as such in the Service Rules made under Article 309 of the Constitution of India in respect of any service or post in connection with the affairs of the State of Punjab;
 - (b) "Board" means the Subordinate Services Selection Board, Punjab or any other authority constituted to perform its functions;
 - (c) "Commission" means the Punjab Public Service Commission;
 - (d) "direct appointment" means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of India or of a State Government;
 - (e) "Government" means the Government of the State of Punjab in the Department of Personnel and Administrative Reforms;
 - (f) "recognized university or institution" means,—
 - (i) any university or institution incorporated by law in any of the State of India; or
 - (ii) any other university or institution, which is declared by the government to

be a recognized university or institution for the purposes of these rules;

- (g) "Service" means any Group 'A' Service, Group 'B' Service and Group 'C' Service constituted in connection with the affairs of the State of Punjab as per scales given in the Appendix;
- (h) "Service Rules" means the service rules made under Article 309 of the Constitution of India regulating the recruitment and conditions of service other than the general and common conditions of service of persons appointed to any service or post in connection with the affairs of the State of Punjab; and
- (i) (i) "War Hero" means a defence services personnel or a para-military forces personnel, who is a *bona fide* resident of Punjab State and has been killed or discharged from service on account of disability suffered by him on or after 1st January, 1999, while fighting in a war declared so by Government of India, in operations in Kargil or any other sector in J&K in the on going conflict with Pakistan or in any other operations which may be notified by the State Government to have been undertaken for preserving the unity and integrity of the Country; or
- (ii) a defence services personnel or a para-military forces personnel who was a *bona fide* resident of Punjab State and was posthumously decorated with Parmvir Chakra, Mahavir or Vir Chakra: provided that , -
 - (a) In exceptional instances, the cases of such War Heroes may also be covered, with the prior approval of the Department of Personnel who though *bona fide* residents of Punjab State are yet closely connected to the State of Punjab;
 - (b) In the case of War Heroes, falling in the category (ii) above, the benefits to be given by the State Government will be restricted only to the first generation dependent members/next of the kin.

Note:- The Government reserves the right to include any other category of Awardees for the purpose of providing employment to the category of War Heroes, as may be notified.

3. Nationality, domicile and character of persons appointed to the Service.-

- (1) No person shall be appointed to the Service unless he is, -
 - (a) a Citizen of India ; or
 - (b) a Citizen of Nepal; or
 - (c) a subject of Bhutan ; or

- (d) a Tibetan refugee who came over to India before the 1st day of January, 1962 with the intention of permanently settling in India; or
- (e) a person of India origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India:

Provided that a person belonging to any of the categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been given by the Government of Punjab in the Department of Home Affairs and Justice.

(2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or the Board, as the case may be, on his furnishing proof that he has applied for the certificate but he shall not be appointed to the Service unless the necessary certificate is given to him by the Government of Punjab in the Department of Home Affairs and Justice.

(3) No person shall be recruited to the Service by direct appointment, unless he produces:-

- (a) a certificate of character from the Principal Academic Officer of the university, college, school or institution last attended, if any, and similar certificates from two responsible persons not being his relative, who are well acquainted with him in his private life and are unconnected with his university, college, school or institution; and
- (b) an affidavit to the effect that he was never convicted for any criminal offence involving moral turpitude and that he was never dismissed or removed from service of any State Government or of Government of India, or of any Public Sector Undertaking.

4. Disqualifications.- (1) No person,-

- (a) who has entered into or contracted a marriage with a person having a spouse living ; or
- (b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the Service:

Provided that the Government, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. Age.- (1) No person shall be recruited to the Service by direct appointment, if he is less than eighteen years or is more than thirty seven years of age in the case of

technical and non-technical posts on the first day of January of the year immediately preceding the last date, fixed for submission of applications by the Commission or the Board, as the case may be:

Provided that where different lower and upper age limits have been specifically prescribed for posts in the Service Rules, these limits shall be made applicable for appointment to such posts:

Provided further that the upper age limit may be relaxed up to forty five years in the case of persons already in the employment of the Punjab Government or any Board, Corporation, Commission or Authority under it, other State Government or the Government of India:

Provided further that in the case of candidates belonging to Scheduled Castes and other Backward Class, the Upper age limit shall be such as may be fixed by the government from time to time.

- (2) In the case of ex-servicemen, the upper age limit shall be such as has been prescribed in the Punjab Recruitment of Ex-servicemen Rules, 1982 as amended from time to time.
- (3) In the case of appointment on compassionate grounds on priority basis, the upper age limit shall be such as may be specifically fixed by the Government from time to time.
- (4) In the case of appointment of a war Hero, who has been discharged from defence services or para-military forces on account of disability suffered by him or his widow or dependent member of his family, the upper age limit shall be such as may be specifically fixed by the Government from time to time.

5A. Increase in upper age limit.- Notwithstanding anything contained in rule 5, on and with effect from the commencement of the Punjab Civil Services (General and Common Conditions of Service) Amendment Rules, 2010, where in any other Service rules, or in Government instructions, the upper age limit for appointment to any Service or for any category or persons, if different from thirty-five years, it shall be deemed to have increased by two years.

6. Qualification etc.- Subject to the provisions of these rules, the number and character of posts, method or recruitment and educational qualifications and experience for appointment to a post or posts in a Service and the departmental examination, if any, shall be such as may be specified in the Service Rules made for that Service:

Provided that where appointment of Group 'A' and Group 'B' non-technical post is offered to a war hero, who has been discharged from defence services or para-military

forces on account of disability suffered by him or his widow or dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be graduation from a recognized university, Such person who is offered Group 'A' or Group 'B' or Group 'C' non-technical post, shall not, however, be required to possess experience of technical or non-technical post at the time of his initial appointment.

7. Probation.-(1) A person appointed to any post in the Service shall remain on probation for a period of three years, if recruited by direct appointment and one year if recruited otherwise:

Provided that, -

- (a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;
 - (b) in the case of an appointment by transfer, any period of work on an equivalent or higher rank, prior to appointment to the Service, may in the discretion of the appointing authority, be allowed to count towards the period of probation;
 - (c) any period of officiating appointment to the Service shall be reckoned as period spent on probation; and
 - (d) any kind of leave not exceeding six months during or at the end of period of probation, shall be counted towards the period of probation.
- (2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory or he has failed to pass the departmental examination, if any, prescribed in Service Rules within a period not exceeding one and a half years from the date of appointment, it may,-
- (a) if such person is recruited by direct appointment, dispense with his service or revert him to a post on which he held lien prior to his appointment to the Service by direct appointment; and
 - (b) if such person is appointed otherwise –
 - (i) revert him to his former post; or
 - (ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.
- (3) On the completion of the period of probation of a person, the appointing authority may-
- (a) if his work and conduct has in its opinion been satisfactory –
 - (i) confirm such person, from the date of his appointment or from the date he completes his period of probation satisfactorily, if he is not already confirmed; or

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- (ii) declare that he has completed his probation satisfactorily, if he is already confirmed; or
 - (b) If his work or conduct has not been, in its opinion, satisfactory or if he has failed to pass the departmental examination, if any, specified in the Service Rules -
 - (i) dispense with his services, if appointed by direct appointment or if appointed otherwise revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit;
 - (ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the period of probation as specified in sub-rule (1) :

Provided that the total period of probation including extension, if any, shall not exceed four years, if recruited by direct appointment and three years if appointed otherwise.

8. Seniority.-The seniority *inter se* of persons appointed to posts in each cadre of a Service shall be determined by the length of continuous service on such post in that cadre of the Service:

Provided that in the case of persons recruited by direct appointment who join within the period specified in the order of appointment or within such period as may be extended from time to time by appointing authority subject to a maximum of four months from the date of order of appointment, the order of merit determined by the Commission or the Board, as the case may be, shall not be disturbed:

Provided further that in case a person is permitted to join the post after the expiry of the said period of four months in consultation with the Commission or the Board, as the case may be, his seniority shall be determined from the date he joins the post:

Provided further that in case any person of the next selection has joined a post in the cadre of the concerned Service before the person referred to in the preceding proviso joins, the person so referred shall be placed below all the persons of the next selection, who join within the time specified in the first proviso:

Provided further that in the case of two or more persons appointed on the same date, their seniority shall be determined as follows : -

- (a) a person appointed by direct appointment shall be senior to a person appointed otherwise;
- (b) a person appointed by promotion shall be senior to a person appointed by transfer;
- (c) in the case of persons appointed by promotion or transfer, the seniority shall be

determined according to the seniority of such persons in the appointment from which they were promoted or transferred ; and

- (d) in the case of persons appointed by transfer from different cadres their seniority shall be determined according to pay, preference being given to a person who was drawing a higher rate of pay in his previous appointment; and if the rates of pay drawn are also the same, then by their length of service in these appointments; and if the length of such service is also the same, an older person shall be senior to a younger person :

Provided further that in the case of persons recruited by direct appointment in the same cadre obtaining equal marks, during same selection process, their inter-seniority shall be determined on the basis of their age. That is, an older person shall be senior to the younger person.

Note:- Seniority of persons appointed on purely provisional basis or on *ad hoc* basis shall be determined as and when they are regularly appointed keeping in view the dates of such regular appointment.

9. Liability of members of Service to transfer.- A member of a Service may be transferred to any post whether included in any other service or not, on the same terms and conditions as are specified in rule 3.17 of the Punjab Civil Service Rules, Volume-1 Part-1.

10. Liability to Serve.- A member of the Service shall be liable to serve at any place, whether within or out of the State of Punjab, on being ordered so to do by the appointing authority.

11. Leave, Pension and other matters.- In respect of pay, leave, pension and all other matters not expressly provided for in these rules, a member of Service shall be governed by such rules and regulations as may have been or may here after be adopted or made by the competent authority.

12. Discipline, penalties and appeals.-(1) In the matter of discipline, punishment and appeals, a member of a Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.

(2) The authority empowered to impose penalties specified in rule 5 of Punjab Civil Services (Punishment and Appeal) Rules, 1970, and the appellate authority thereunder in respect of the Government employee shall be such as may be specified in the Service Rules.

13. Liability for vaccination and re-vaccination.- Every member of the Service shall get himself vaccinated and re-vaccinated when Punjab Government so directs by a special or general order.

14. Oath of allegiance.- Every member of the Service, unless he has already done so, shall be required to take oath of allegiance to India and to the Constitution of India as by law established.

***14A Minimum Educational and other Qualifications for appointment to the post of Senior Assistant by .-**

Direct Appointment	Promotion
No person shall be given direct appointment to the post of Senior Assistant under the Punjab Government, unless he - (i) Possesses the Bachelor's Degree from a recognised University or Institution; and (ii) Qualifies in the competitive test specified by the appointing authority from time to time; and (iii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified	From amongst the clerks, who have an experience of working as such for a minimum period of four years.

OR

Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India;

(2) The person so appointed as Senior Assistant in terms of the Provisions of sub-rule (1), shall have before his appointment, passed a test in English and Punjabi respectively, typewriting on Computer to be conducted by the Board or the appointing authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minute:

Provided that where appointment of Group 'B' non-technical post is offered to a War Hero, who has been discharged from Defence Services or dependent member of his family under the instructions issued in this behalf by the Government, the educational qualifications to be possessed by such person shall be Graduate from a recognised University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as provided in sub-rule (2).

15. Minimum educational and other qualifications.-

- (1) (i) No person shall be given direct appointment to the post of Clerk under the Punjab Government unless he possesses the Bachelor's Degree from a recognised university or institution; and
- (ii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognized institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Courses (DOEACC) of Government of India;

- (2) The person so appointed as Clerk in terms of the provisions of sub-rule (1) shall have before his appointment passed a test in English and Punjabi , respectively typewriting on computer, to be conducted by the Board or the appointing authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minute:

Provided that where appointment of Group 'C' non-technical post is offered to a War Hero, who has been discharged from Defence services; or dependent member of his family under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be Graduate from a recognised university or institution. However, such person shall not be required to qualify the test in Punjabi typewriting as specified in sub-rule (2).

***15A. Minimum Educational and others Qualifications for appointment to the post of Senior Scale Stenographer by -**

Direct appointment	Promotion
No Person shall be given direct appointment to the post of Senior Scale Stenographer under the Punjab Government unless he –	From amongst the Junior Scale Stenographers, who have an experience of working as such for a minimum period of one year.
(i) Possesses the Bachelor's Degree from a recognised university or Institution; and	Provided that if the Junior Scale Stenographer is not available then from amongst the Steno typists, who have an
(ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language)	

containing 250 words each as follows :-

- (a) The passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/ computer) at a speed of 20 words per minute; and
- (b) The passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/ computer) at the speed of 12 words per minute.
- (iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for appointment as Senior Scale Stenographer.
- iv) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognized Institution or a reputed Institution, which is ISO 9001, certified.

experience of working as such for a minimum period of four years; and

ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-

- (a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/ computer) at a speed of 20 words per minute; and
- (b) The passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/ computer) at the speed of 12 words per minute.
- (iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualify the test for promotion as Senior Scale Stenographer.

OR

Possesses a computer Information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.

16. Minimum educational and other qualifications for appointment to the post of Steno-typist or Junior Scale Stenographer.- No person shall be given direct appointment to a post of a Steno-typist or a Junior Scale Stenographer under the Punjab Government unless he :-

- (a) Possesses Bachelor's Degree from a recognized University or Institution; and
- (b) Qualifies a test in Punjabi Stenography to be held by the Board or by the appointing authority at a speed specified by the Government from time to time; and
- (c) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from Government recognized institution or a reputed institution, which is ISO 9001, certified

OR

Possesses a Computer Information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Courses (DOEACC) of Government of India.

17. Knowledge of Punjabi Language.- No person shall be appointed to any post in any Service by direct appointment unless he has passed Matriculation examination with Punjabi as one of the compulsory or elective subjects or any other equivalent examination in Punjabi language, which may be specified by the Government from time to time:

Provided that where a person is appointed on compassionate grounds on priority basis under the instructions issued in this behalf by the government from time to time, the person so appointed shall have to pass an examination of Punjabi Language equivalent to Matriculation standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of six months from the date of his appointment:

Provided further that where educational qualifications for a post in any service are lower than Matriculation standard, then the person so appointed shall have to pass an examination of Punjabi Language equivalent to Middle standard:

Provided further that where a War Hero, who has been discharged from Defence Services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, is appointed under the instructions issued in this behalf by the Government, the person so appointed will not be required to possess aforesaid knowledge of Punjabi Language:

Provided further that where a ward of Defence Service Personnel, who is a *bona fide*

resident of Punjab State, is appointed by direct appointment, he shall have to pass an examination of Punjabi Language equivalent to Matriculation standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of two years from the date of his appointment.

18. Promotion to Group 'A' and Group 'B' Service.-

- (1) (a) For promotion to the post as Head of Department would be decided strictly on the basis of merit-cum-seniority as per the instructions issued by the Government from time to time. The minimum benchmark for promotion for such post would be 'Very Good'. The officer who is graded, as 'Outstanding' would supersede the officer graded as 'Very Good'.
- (b) For promotion to post falling in the Group 'A' other than Head of Department, the minimum benchmark will be 'Very Good' as per the instructions issued by the Government from time to time. There shall be no supersession on the basis of merit.
- (c) For promotion to post falling in Group 'B' the minimum benchmark will be 'Good' and there shall be no supersession on the basis of merit.
- (2) **Debarring for consideration for promotion of a Government Employee who refuses to accept promotion.-** In the event of refusal to accept promotion by a member of a Service, he shall be debarred by the appointing authority from consideration for promotion for all the consecutive chances which may occur in future within a period of two years from the date of such refusal to accept promotion:

Provided that in a case where the appointing authority is satisfied that a member of the Service has refused to accept promotion under the circumstances beyond his control, it may exempt such a member for reasons to be recorded therefor in writing from the operation of this rule.

19. Power to relax.- Where the Government is of the opinion that it is necessary or expedient so to do, it may by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons:

Provided that the provisions relating to educational qualifications and experience, if any, shall not be relaxed.

20. Over-riding effect.-The provisions of these rules shall have effect notwithstanding anything to the contrary contained in any rules for the time being in force for regulating the recruitment and conditions of service for appointment to public service and posts in connection with the affairs of the State.

21. Interpretation.- If any question arises as to the interpretation of these rules, the Government shall decided the same.

A.S. CHATTHA,
Chief Secretary to Government of Punjab.

SATISH CHANDRA,
Special Chief Secretary to Government of Punjab,
Department of Home Affairs and Justice.